



## CORRESPONDENCE/MEMORANDUM

State of Wisconsin

**DATE:** January 20, 2014

**TO:** Land Conservation Departments (LCDs) and Land Conservation Committees (LCCs)

**FROM:** Richard Castelnovo, DATCP Chief  
Resource Management & Engineering Section

Mary Anne Lowndes, DNR Chief  
Runoff Management Section

**SUBJECT: Joint DATCP/DNR Grant Application Instructions for Calendar Year 2015**

**From DATCP (As authorized by s. 92.14, Stats, with sources of funding listed after each grant)**

1. **County Annual Staff and Support grant funds** (SEG from s. 20.115(7) (qe), Stats. and GPR from s. 20.115(7) (c), Stats.) NOTE: See pages 2-3 for changes in submitting a claim for a county's first position in connection with its request for a staff and support grant.
2. **Statewide Project Cooperator grant funds** (SEG from s. 20.115(7) (qf), Stats.) Categories:
  - o Nutrient Management Farmer Education (NMFE)
  - o Statewide Support Activities
  - o General project for activities such as the Standards Oversight Council
3. **Landowner Cost-sharing for LWRM plan implementation** (Bond Revenue from s. 20.866(2)(we), Stats.)
4. **Landowner Cost-sharing for nutrient management plans** (SEG from s. 20.115(7) (qf), Stats.)

**From DNR**

1. **Cost-sharing for Targeted Runoff Management** (TRM) projects (s. 281.65, Stats.)
2. **Cost-sharing and planning grants for Urban Nonpoint Source and Storm Water Management** (UNPS & SW) projects (s. 281.66, Stats.)

Note: The joint application for DNR-funded TRM and UNPS & SW projects is only used to summarize grant requests made by the County through a separate application process.

**NOTICE: This application is intended to collect information necessary to make future grant awards in the grant categories listed above, but is not a commitment by DATCP or DNR to provide specific funding in any grant category. Grant awards are contingent upon funds authorized or appropriated in the 2013-2015 biennial budget subject to any lapses or required reductions.**

The deadline for all joint DATCP/DNR application materials is April 15, 2014.

Please e-mail the following by **April 15, 2014**:

1. ***Signed*** PDF version of your original Application and Table 1
2. ***Unsigned*** Excel version

Email to: **[datcpswrm@wisconsin.gov](mailto:datcpswrm@wisconsin.gov)**

For questions about the DATCP application and the submission process, contact **Kim Carlson** at 608-224-4610,  
[Kim.Carlson@wisconsin.gov](mailto:Kim.Carlson@wisconsin.gov)

Please return your completed **DNR** TRM and UNPS (from DNR web site) grant application materials by **April 15, 2014** to:

**Linda Talbot, DNR**  
101 S. Webster St.  
Madison, WI 53703

For questions about DNR applications, please contact **Linda Talbot** at 608-267-7551,  
[Linda.Talbot@wisconsin.gov](mailto:Linda.Talbot@wisconsin.gov)

### **Change to DATCP Staffing Grant Formula: 100% Funding for Full-Time Conservation**

For grant year 2015, DATCP will implement criteria that direct funding to county staff that perform conservation activities full-time. Specifically, DATCP will more carefully define which staff persons are eligible to be listed as a county's first position in Table 1 of the grant application. As their first position, counties may only list a department head, technician or engineer who works full time on conservation activities. To be claimed as a first position, the staff person must spend as close to 100 percent of his or her time on conservation activities as is realistically achievable, but in no case can a person qualify if the person spends 95 percent or less of his or her time performing conservation work. Conservation work includes LWRM plan implementation (except as provided below), conservation practice design and installation, conservation cost-share grant administration, Farmland Preservation Program administration, and livestock regulation.

Counties may not claim staff with the following job titles as their first position: Administrative Support (including clerk, secretary, administrative assistant, GIS specialist, computer programmer, and office manager) and Information and Education (including education coordinator; PR representative).

For the purposes of claiming a department head as a county's first position, that staff person is fully engaged in conservation activities if he or she:

1. Supervises staff that only performs conservation activities including conservation practice design and installation, cost-share grant administration, Farmland Preservation Program administration, and livestock regulations.
2. Makes policy or other program decisions involving conservation programs and does not make such management decisions for planning and zoning, parks, or other non-conservation departments within the county.
3. Prepares budgets or manages accounts for conservation programs, and does not manage budgets for planning and zoning, parks, or other non-conservation departments within the county.

In the case of a technician or engineer to be designated as a county's first position, DATCP will deem that they are engaged in conservation full-time if that staff person:

1. Performs outreach, technical assistance or other activities related to conservation as long as they do not perform non-conservation activities such as septic inspections, design of non-conservation practices, permit issuance and enforcement unrelated to conservation, and land use management such as plat reviews.
2. Maintains the appropriate credentials including engineering practitioner certification to perform technical functions related to conservation.

When reviewing grant applications, DATCP may request that counties produce position descriptions or other documentation to support the first position listed in their grant applications. Counties must provide information documenting how their conservation programs are supervised. County Land Conservation Committees (LCC) or appropriate county board committees are required under ATCP 50.10, Wis. Admin. Code and Ch. 92, Stats to oversee administration of DATCP grant funds from authorizing county requests for funding to approving expenditures of grant funds.

If a county has one or more staff persons ineligible for funding as a first position, the county may claim the person as a second position funded by DATCP at a maximum of 70 percent. While the second position has no requirement related to full time conservation work, the county will need to reduce the eligible salary and fringe benefits for the position by the percentage of the time spent on non-conservation activities.

# **Grant Application Instructions**

All DATCP grant application materials are available on the web at,  
[http://datcp.wi.gov/Environment/Land and Water Conservation/SWRM Grant Program Working Manual/Allocation and Other SWRM Functions/index.aspx](http://datcp.wi.gov/Environment/Land_and_Water_Conservation/SWRM_Grant_Program_Working_Manual/Allocation_and_Other_SWRM_Functions/index.aspx)  
(Hold down the CTRL key and click on the web address)

**First Box on the Application** – Insert your county name on the first line. After completing the application have your LCC Chair or other Authorized County Representative approve the application by signing and dating in the signature box.

## **I. SECTION I. STAFFING/PLANNING GRANTS**

### **Quick Facts**

1. This box is pre-filled with a base amount of \$75,000.
2. These boxes are locked because they contain formulas and use the data you insert in Table 1.
3. If applicable, insert the amount of Urban NPS & Storm Water Management – Planning Projects you plan to apply for with DNR.

### **Additional guidance on Section I. #1 & #2 relating to DATCP funding for SWRM Tier 1 and 2**

***What you need to know:*** DATCP plans to make available grants for staff and support, but is not projecting the amount of funding it will have to make awards in this category. Past funding levels may not be a reliable indicator of funding available for 2015. DATCP has elected to set a \$75,000 minimum award for 2015 to allow DATCP flexibility to maximize the funding available to support Tier 2 of the allocation, while providing a base amount necessary to maintain a county conservation program.

Through Tier 2, DATCP will attempt to provide counties with funding at the rate of 100%, 70% and 50% to pay for three staff positions based on actual costs for those positions, subject to the restrictions of funding the first position. Based on available funding, DATCP anticipates that it will fund fewer than three positions, and will prorate awards for the second position.

Counties can use staffing grants for any of the purposes authorized in their grant contract with DATCP. In addition to the support costs identified in s. ATCP 50.32(4), DATCP identifies the following as support costs for which all counties may seek reimbursement:

- If a county requires a cost-share practice for a landowner who may qualify for economic hardship treatment under s. ATCP 50.42(4), a county may seek reimbursement for the costs related to an eligibility determination, including the ***costs of a certified public accountant or accredited financial institution preparing a financial statement.***
- If a county is required to perform an ***archaeological assessment*** of project site as part of cultural resources assessment, the county may seek reimbursement of the full cost under the category of support cost. (As an alternative, counties may recover these costs as part of cost-share reimbursement at the 70 or 90 percent rate).

## **TABLE 1**

Identify all employees and contractors (including part-time staff) who performed soil and water resource management activities (conservation activities under ATCP 50, CREP program etc.) under the direction of LCC in 2013.

Arrange the positions in descending order (very important), starting with the position for which you are requesting 100% funding. There are new restrictions on who can be claimed as a county's first position. Also, you cannot list an employee in the first position or second position if that person retired or left employment after 2013. If the employee's position was re-filled in 2013 or will be re-filled in 2014, you should treat this as a new hire or vacancy to be filled.

**COLUMN A:** From the list of titles on the bottom of the page, please select the position description that best describes each position listed, inserting the corresponding letter A-E.

**COLUMN B:** Using the drop down menu in the electronic version, identify the status as full time permanent employee-FTE, limited term employee-LTE, or independent contractor-IC. Include the fill date for any vacant or newly hired position hired during or after 2013. County staff positions vacant for more than one year cannot be included. **Note:** If you list vacant and newly hired positions, you will be asked to demonstrate that the county has taken action consistent with intent to fill the position in 2014.

**COLUMN C:** Provide the salary or fee for each position listed based on actual costs incurred in 2013, unless the position is vacant or new. For a FTE position filled only part of the time in 2013, that is either the first or second position, mark with an asterisk, project the full year (only if the position is working full time) salary and provide an explanation of the projections in a note at the bottom of the page. For a new FTE first or second position, list anticipated salary costs and attach appropriate documentation.

**COLUMN D:** Provide fringe benefits for each employee listed based on actual costs incurred in 2013, unless the position is vacant or new. **Please Note: Enter only those fringe amounts that are paid with county funds and do not include employee contribution for health care, retirement etc.** For an FTE position filled only part of the time in 2013 which is claimed as either the first or second position, mark with an asterisk, project the full year (only if the position is working full time) fringe benefits and provide an explanation of the projections as a note at the bottom of the page. For a new FTE position being claimed as a first or second position, list the anticipated fringe costs and attach appropriate documentation.

**COLUMN E:** Determine percent (round to the nearest whole number) of time that each position performs soil and water resource management (SWRM) activities. As defined in s. ATCP 50.32(3) (a), this includes activities related to land and water resource management plan implementation, CREP, priority watershed and activities that are reported to the LCC. For example, you cannot count as SWRM activity that portion of a staff person's time dedicated to management or administration of the parks or zoning department. Not all activities listed in a county's approved Land and Water Resource Management Plans may qualify.

**COLUMN F:** Locked Formula

**COLUMN G:** Locked Formula

## Follow-up Steps for Table 1:

1. Check to see if the total eligible costs (Column F) are correctly tabulated by **manually adding** Columns C and D and multiplying the result by Column E.
2. Please leave column “G” blank. The spreadsheet automatically calculates the sum of fourth and subsequent positions.
3. **Check the totals transferred for each position from Table 1 to your application in SECTION I.** Since the electronic version of Table 1 is directly linked with the application form, visually confirm that for the first position, the amount from column F in Table 1, transferred to page 1, 2.A.i. For the second and third positions confirm that the amounts are transferred to the application form on page 1, to 2.A.ii., and 2.A.iii. And for the sum of the 4<sup>th</sup> and subsequent positions in Column G, that the amount transferred to the application form on page 1, to 2.B.iv.

### **Verification and correction of staffing data in Table 1**

Counties should exercise great care in verifying the salary and fringe benefit information provided in Table 1. After the April 15<sup>th</sup> grant application deadline, a county can only make changes to Table 1 under the following conditions:

*Counties have a limited period between April 29<sup>th</sup> and June 15<sup>th</sup> to correct the staffing data they submitted with their grant application, and thereby revise their grant application.* Within this period, DATCP will provide each county with a table listing the staffing data upon which the preliminary allocation will be based. If the county concludes that the data is correct, it does not need to take further action. However, if a county determines that the information sent by DATCP is not accurate, the county will need to do the following to correct its original submission. The county must provide adequate documentation verifying the salary and benefits for the first, second or third position. This documentation may include a payroll documentation breaking down staffing costs for that position on a weekly or monthly basis. Even though the chief financial officer (CFO) is no longer required to sign the original application, the CFO must certify that the revised salary and benefits are accurate, and must explain the steps the county will institute to avoid providing DATCP inaccurate information on staff salary costs. If a county does not follow these procedures, DATCP will not adjust the staffing data provided in the original grant application.

Following the release of the preliminary allocation, DATCP will not accept requests to modify a county’s staffing grant allocation unless the request will result in a reduced staffing grant allocation for the county.

### **Additional guidance on Section I. #3 relating to DNR funding for Urban Nonpoint Source & Storm Water Management Grant Program - Planning**

This grant program provides financial assistance for planning projects in urban areas. For a planning project to be eligible for funding, it must currently be in an urban area or one that is projected to be urban within 20 years. An “urban area” is one that meets at least one of these criteria:

1. Has a population density of at least 1,000 people per square mile,
2. Is a commercial land use,
3. Is the non-permitted portion of a privately-owned industrial site, or
4. Is a municipally-owned industrial site (regardless of NR 216 permit requirements).

The cost-share rate is 70 percent for planning projects. The maximum amount that can be awarded for planning projects is \$85,000. This is a reimbursement program; that means project costs must first be paid by the grantee before reimbursement is obtained from the DNR.

The grant application form and instructions for this program are available on the DNR web site at: <http://dnr.wi.gov/Aid/UrbanNonpoint.html> (Hold down the CTRL key and click on the web address).

In addition to completing and submitting the Urban Nonpoint Source & Storm Water Management planning grant application to the DNR; enter the total amount being requested on page 1 of the *Joint DATCP/DNR Grant Application for Calendar Year 2015*.

Mail the completed application by the postmark deadline directly to:

Linda Talbot, WT/3, DNR  
101 S. Webster St.  
Madison, WI 53703

## **SECTION II. COST-SHARING GRANTS**

### **Quick Facts**

1. Enter your BOND fund request. Enter the total amount of the bond funding requested (including the base funding of \$10,000).
2. Enter your SEG fund request and the number of acres that will be cost-shared with these funds. The funding requested should equal the number of acres multiplied by the state cost-share rate of \$28 per acre, unless the county uses a cost-share rate lower than \$28 per acre. In that case, the county should indicate the different cost-share rate in the space provided in the parenthesis, and the county's request should equal number of acres multiplied by this per acre rate.
3. If applicable, enter your total Targeted Runoff Management Projects that you have applied for or will apply for with DNR.
4. If applicable, enter your total Urban NPS & Storm Water Management – Construction Projects that you have applied for or will apply for with DNR.

### **Additional guidance on Section II #1 relating to DATCP funding for Land & Water Resource Mgmt. Plan Implementation- BOND Funds**

#### **LWRM Plan Implementation**

***What you need to know:*** Through the DATCP application, counties also may request cost-share funds for 2015 to implement LWRM plans. To fund this category, DATCP typically makes available half of the bond funds authorized in the biennium and includes unspent funds from past years in this allocation. Historically, the DATCP allocation is built on a base of \$3.5 million for each year of the biennium, but for 2015 DATCP is not projecting the amount of funding it will have to make awards in this category.

#### **BOND Formula**

***What you need to know:*** In 2015, DATCP will be using the same formula used in 2014 to calculate county cost-share awards involving bond funds. All counties with approved and extended Land and Water Resource Management Plans in effect during 2015 are eligible for base funding of \$10,000. The

\$10,000 base award will constitute about 20 percent of funds awarded to counties. The formula will use the following criteria to make awards (the approximate percent of total funding awarded is indicated in parenthesis):

- (1.)A \$10,000 base (20%)
- (2.)A 3-year cumulative under-spending percentage (50%)
- (3.)Ag Census land in farms by acres (based on most recent available data) (20%)
- (4.)A 3-year cumulative total dollar amount spent on cost-shared practices (10%)

DATCP will use data in its possession to score counties in each of these areas, and then determine a county's ranking based on its total score. Using applicant rankings, DATCP will establish different award levels for grant recipients and make awards to qualifying applicants at the appropriate award levels.

### **Additional guidance on Section II #2 relating to DATCP funding for Land & Water Resource Mgmt. Implementation- SEG Funds**

***What you need to know:*** DATCP will make county-based grant awards in this category from the appropriation available for this purpose, after setting aside some of the appropriated funds for statewide nutrient management implementation support activities and cooperator grants. Given the history of this appropriation including past lapses, DATCP is not projecting the amount of funding available for cost-share grants. Based on these considerations and the related uncertainty, DATCP has elected to retain a greatly simplified structure for the award of this competitive grant.

DATCP continues to use the same three criteria to make awards, but has adjusted the points awarded in each category to strike a better balance between county need and performance.

As a measure of need, DATCP will award up to:

1. 25 points based on the number of farmers in each county who are subject to the new compliance requirements in the farmland preservation program (FPP), relying on the Department of Revenue data regarding FPP claimants in tax year 2013 available at, <http://www.revenue.wi.gov/ra/FarmPres2013Payments.pdf>  
(Hold down the CTRL key & click on the web address, then click OK to accept the source)

As a measure of performance, DATCP will award up to:

2. 60 points based on the number of NM checklists or similar documentation submitted to DATCP in 2013 for farmers located in the county. (To receive credit for 2013 checklist submissions, DATCP must have received these submissions by September 15, 2013.)(Questions specific to NM Checklists contact **Sue Porter**, 608-224-4605, or [Sue.Porter@Wisconsin.gov](mailto:Sue.Porter@Wisconsin.gov) )
3. 15 points based on the county's record in spending or committing at least 80% of its 2013 SEG funds.

Under this 100 point system, all applicants will be ranked according to their total score in the three categories. Based on applicant rankings, DATCP will establish different award levels for grant recipients and make awards to qualifying applicants at the appropriate award levels.

The following conditions and restrictions apply to the use of these cost-share funds. These funds are primarily intended for nutrient management cost-sharing, but counties may cost-share other "soft"



practices to support nutrient management implementation. Counties are expected to cost-share nutrient management plans for four years (usually at the rate of \$7 per acre) to achieve compliance with state standards. These grant funds may be combined with funds from other sources to cost-share nutrient management plans only if the landowner agrees to a continuing compliance requirement. These grant funds may NOT be used to pay for conservation practices that can be cost-shared using bond revenue funds, nor may these funds be used to pay for county staff services.

Counties should request the amount of cost-sharing they believe is reasonably necessary to implement their Land and Water Resource Management Plans. In the event that the preliminary allocation plan provides too much funding for a county to spend on projects, counties are free to contact DATCP during the comment period for the preliminary allocation to withdraw their request for either SEG or Bond cost-sharing. By taking this action, counties will avoid the problem of later needing to transfer funds they do not intend to spend.

**Additional guidance on Section II #3 relating to DNR funding for Targeted Runoff Management Projects and #4 Urban NPS & Storm Water Management – Construction Projects (Full Application available from the DNR website)**

**Targeted Runoff Management Grant Program**

The Targeted Runoff Management (TRM) Grant Program provides financial assistance for rural and urban governmental units to install best management practices (BMPs). Significant changes were made to the TRM Grant Program that took effect on January 1, 2011, when revisions to ch. NR 153, Wis. Adm. Code, were promulgated. Most notably project proposals for agricultural areas are now possible in the following categories:

- ◆ Small-scale agricultural projects in Total Maximum Daily Load (TMDL) areas & agricultural projects in Non-TMDL areas;
- ◆ Large-scale agricultural projects in TMDL and Non-TMDL areas.

The grant application forms and instructions for this program are available on the DNR web site at: <http://dnr.wi.gov/Aid/TargetedRunoff.html> (Hold down the CTRL key and click on the web address).

In addition to completing and submitting the TRM grant application(s) to the DNR, enter the total amount being requested on page 1 of the *Joint DATCP/DNR 2015 Grant Application*.

Please complete the TRM grant application and mail it by the postmark deadline directly to:

Linda Talbot, WT/3, DNR  
101 S. Webster St.  
Madison, WI 53703

All TRM applications for CY 2015 funding must be postmarked no later than April 15, 2014 to be considered for a grant.

**Urban Nonpoint Source & Storm Water Management Grant Program – BMP Construction**

The Urban Nonpoint Source & Storm Water Management (UNPS & SW) Grant Program provides financial assistance for BMP construction projects in urban areas. To obtain an UNPS & SW



construction grant application, go to the following DNR web site:

<http://dnr.wi.gov/Aid/UrbanNonpoint.html> (Hold down the CTRL key and click on the web address).

In addition to completing and submitting the UNPS & SW construction grant application(s) to the DNR, enter the total amount being requested on page 1 of the *Joint DATCP/DNR 2015 Grant Application*.

Please complete the UNPS & SW construction grant application and mail it by the postmark deadline directly to:

Linda Talbot, WT/3, DNR  
P.O. Box 7921  
Madison, WI 53707-7921

All UNPS & SW applications for CY 2015 funding must be postmarked no later than April 15, 2014 to be considered for a grant.

## **SECTION III. FINANCIAL REPORT AND OTHER DATCP REPORTING REQUIREMENTS**

### **A. Financial Report of County LCD Expenditures For 2013**

1. Enter the total amount of all LCD expenditures in 2013. Enter all expenditures administered by the LCD, including staff salaries and fringe benefits, other LCC and LCD operating costs, cost-sharing expenditures (e.g., NPS watershed projects, county cost-share programs, etc.) and any other expenditures regardless of the source of funding.
2. Enter the total expenditure from all non-county sources of revenue. Count revenues from DATCP, DNR TRM, DNR Wildlife Damage Control, USDA NRCS, foundations, EQIP, etc.
3. This box is locked because it contains a formula. It subtracts Line 2 from Line 1 and the amount on this line should reflect funding from county sources, such as levies and fees.
4. Enter the actual amount of salary and fringe benefits paid from budgeted county source funds. *(Line 4 cannot exceed line 3.)*
5. Enter the number of 2013 **FTE** employees funded by the following categories: County, DATCP SWRM Grant Program, and All Other. The total should be equal to or close to equal to the sum of FTE employees listed in Table 1. *(The Total Box is locked because it contains a formula.)*

### **B. 2013 Annual Report**

Check the box to certify in that your county has completed its annual report on the form required by DATCP. You will receive instructions that explain what you must submit. If you have questions regarding this process, you may contact Lisa Schultz at 608-224-4611, [LisaJ.Schultz@wisconsin.gov](mailto:LisaJ.Schultz@wisconsin.gov)

### **C. 2014 Activities Plan**

Certify in Section III that the county's work plan on file with DATCP accurately describes its planned activities for 2014, or submit with the application an updated work plan reflecting its 2014 planned activities. If you have questions regarding this process, you may contact **Lisa Trumble** at 608-224-4617, [Lisa.Trumble@wisconsin.gov](mailto:Lisa.Trumble@wisconsin.gov)

## SECTION IV. VERIFICATION RELATED TO THE FIRST STAFF POSITION

This requirement is added in connection with changes in the staffing grant formula (see page 2 of the instructions for summary of the changes). To verify the eligibility of the person claimed as the county's first position: All applicants must answer questions in Part A regarding their Land Conservation Committee. Counties must complete either Part B or C depending on the title of the person claimed as the first position. If the first position is a department head, the county must complete Part B answering each of the three questions. If the first position is an engineer or technician, the county must complete the two questions in Part C. Counties may not claim staff with the following job titles as their first position: Administrative Support (including clerk, secretary, administrative assistant, GIS specialist, computer programmer, and office manager) and Information and Education (including education coordinator; PR representative). For each question except for A.5, you should provide an answer of "yes" or "no" in the last column.

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## OTHER BOND FUNDING FOR CONSERVATION PROGRAMS

### **DNR and DATCP NOD/NOI Funding**

For 2015, DNR anticipates having approximately \$1,000,000 available for cost-sharing to resolve notices of discharge and notices of intent. For 2014, DNR allocated \$1,000,000. From bond funds available for allocation in 2015, DATCP plans to set aside \$200,000 for cost-sharing to resolve notices of discharge and notices of intent

To access these funds, counties must use an application process separate from this application. Go to the DNR website for additional information, <http://dnr.wi.gov/Aid/NOD.html> (*Hold down the CTRL key and click on the web address*).

The first round of applications is due April 15<sup>th</sup> of each year. Up to three additional grant rounds may be available per year. See the DNR website for the annual schedule.

Contact DNR Representative, **Amy Callis**, [Amy.Callis@Wisconsin.gov](mailto:Amy.Callis@Wisconsin.gov), 608-267-7628 or DATCP Representative, **Coreen Fallat**, [Coreen.Fallat@Wisconsin.gov](mailto:Coreen.Fallat@Wisconsin.gov), 608-224-4625.

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## OTHER SEG FUNDING FOR COOPERATORS AND OTHER CONSERVATION PROGRAMMING

This section discusses programs for funding nutrient management farmer education, "statewide" implementation support activities and other project cooperators with emphasis on nutrient management. DATCP now funds three types of projects under this category. The newest project funding provides grants for nutrient management farmer education (NMFE). DATCP has changed its funding for statewide nutrient management implementation support to reflect its decision to fund NMFE grants directly, and to provide additional funding on projects that facilitate and support training. DATCP has not changed the criteria for funding general cooperator projects. All projects funded in this category are eligible for a one-year extension to allow grant recipients to spend unused funds and complete work required by a project.

### **Increased Tracking and Reporting**

DATCP will require greater accountability of grant recipients including increased reporting requirements to better track farmer participation in training and other support activities. Grant recipients in this category may be required to complete a standardized report on a form provided by DATCP to document anticipated or completed activities and outcomes.

### **Nutrient Management Farmer Education (NMFE) Cooperator Grants**

***What you need to know:*** DATCP will make grant awards in this category from the appropriation available for this purpose, subject to any lapses and reductions, and reduced by funds set aside by DATCP for nutrient management cost-sharing and other cooperator activities. While DATCP is not projecting the amount of funding it will have to make awards in this category, it will attempt to provide grants to meet all requests for funding.

The Nutrient Management Farmer Education (NMFE) Program will offer two funding tiers with a \$15,000 maximum award for Tier 1 and a \$2,000 maximum award for Tier 2. Tier 1 Projects offer extensive grant support (including payments for soil testing and incentive payments for farmer participation) to deliver a training program that enables farmers to develop nutrient management plans meeting the NRCS 590 standard and facilitating compliance with state soil and water conservation standards. Tier 2 projects educate farmers about soil testing and nutrient management planning principles and practices without requiring that farmers develop a NRCS 590 Nutrient Management Plan. Tier 2 does not provide stipends or pay for soil testing.

Applicants may include, but are not limited to conservation districts, county, state and federal agriculture and natural resource agencies (including county land conservation departments), colleges and universities, UW-Extension, nonprofit organizations, lake organizations and other place-based groups. Multi-partner applications are encouraged, but one entity must be designated as the grant recipient and project administrator. A project manager may submit multiple proposals, but if grant requests exceed program funds, only one proposal per project manager will receive funding.

***What you need to do:*** Entities interested in this funding opportunity must apply using separate application materials (coversheet, main application and budget) available at this DATCP web site, [http://datcp.wi.gov/Environment/Land\\_and\\_Water\\_Conservation/SWRM\\_Grant\\_Program\\_Working\\_Manual/Allocation\\_and\\_Other\\_SWRM\\_Functions/index.aspx](http://datcp.wi.gov/Environment/Land_and_Water_Conservation/SWRM_Grant_Program_Working_Manual/Allocation_and_Other_SWRM_Functions/index.aspx). Mark Jenks, 608-224-4507, [Mark.Jenks@Wisconsin.gov](mailto:Mark.Jenks@Wisconsin.gov) is the contact for questions and submission of application materials.

### **Nutrient Management Support Activities Grants**

***What you need to know:*** DATCP will make grant awards in this category from the appropriation available for this purpose, subject to any lapses and reductions, and reduced by funds set aside by DATCP for nutrient management cost-sharing, NMFE and other cooperator projects. While DATCP is not projecting the amount of funding it will have to make awards in this category, DATCP will not award more than the maximum amounts in each of the funding areas listed in the separate application. Past funding levels may not be a reliable indicator of funding available for 2015.

DATCP will continue to make funding available for applicants who demonstrate a “statewide” capacity to accomplish one or both the following: (1) Maintain and improve the Soil Nutrient Application Program –Plus (SNAP-Plus); (2) Expand and support nutrient management planning through education, outreach and project implementation. Specific requirements and conditions for

these grant awards, including the maximum amount provided for each grant, are spelled out in separate application materials.

***What you need to do:*** Entities interested in this funding opportunity may obtain a separate application by contacting **Sara Walling** at 608-224-4501, [Sara.Walling@Wisconsin.gov](mailto:Sara.Walling@Wisconsin.gov). The application package may also be downloaded from this web site,

[http://datcp.wi.gov/Environment/Land\\_and\\_Water\\_Conservation/SWRM\\_Grant\\_Program\\_Working\\_Manual/Allocation\\_and\\_Other\\_SWRM\\_Functions/index.aspx](http://datcp.wi.gov/Environment/Land_and_Water_Conservation/SWRM_Grant_Program_Working_Manual/Allocation_and_Other_SWRM_Functions/index.aspx)

## **Other Project Cooperator Funds**

***What you need to know:*** DATCP makes awards to cooperators for projects that provide “statewide” support or other unique benefit that enhances our state conservation delivery system. Historically, DATCP has provided funding to cooperators for technical standards development and training support. Training support may include a range of activities such as cataloguing and tracking training activities. Funding for cooperators is designed to achieve these goals: (a) provide a cost-effective approach to addressing and resolving high priority problems (i.e. nonpoint and groundwater pollution), (b) ensure a systematic and comprehensive approach to address soil erosion and water quality problems such as nonpoint runoff or groundwater concerns, (c) contribute to a coordinated soil and water resource management program and avoid duplication of effort, and (d) help meet county soil and water resource management needs and state program requirements. For questions about funding, contact **Richard Castelnovo** at 608-224-4608, [Richard.Castelnovo@Wisconsin.gov](mailto:Richard.Castelnovo@Wisconsin.gov).

***What you need to do:*** There is no formal application for funding in this category but applicants should submit proposals with realistic requests for funding consistent with prior awards provided by DATCP in the cooperator category. Those interested in applying for funding should submit a letter by April 15, 2014 that describes their project and justifies their specific request for funding. The justification should explain how the proposed project will meet one or more of the funding goals listed in “What you need to know?” section. Applicants should include an appropriate work plan that describes planned activities for new or ongoing projects. Work plans must include anticipated outcomes that can be measured. DATCP will expect grant recipients to submit end-of-the-year reports that document their performance in implementing funded projects including their success in meeting anticipated outcomes. Grant funds are paid on reimbursement basis. You may e-mail your funding request letter and accompanying documents to **Kim Carlson**, [Kim.Carlson@Wisconsin.gov](mailto:Kim.Carlson@Wisconsin.gov).